

## **Laramie County Economic Development Joint Powers Board**

Board of Directors - Minutes – June 28, 2022- 7:30 a.m.

Hybrid Meeting – Zoom & Jonah Bank, 2<sup>nd</sup> Fl Conf Room, 205 Storey Blvd, Cheyenne WY 82001

### Board Members in Attendance

Dr. JJ Chen – Zoom  
Sharon Fain - Zoom  
Kevin Marquardt – Zoom  
Matt Pope – In Person  
Trey Rinne – Zoom  
Kim Withers - Zoom  
Mike Williams -In Person

### Board Members Not Present

All members present

### Others in Attendance

Brittany Ashby, Align – Zoom  
Kristie Wilson, Align – In Person  
Gay Woodhouse – In Person  
Betsey Hale, LEADS – Zoom  
Hayley Chenchar, DDA – In Person  
Wendy Volk, CRAFT – In Person  
Gunnar Malm, Laramie Cty Commissioners – In Person  
Dr. Mark Rinne, Cheyenne City Councilman – In Person  
Sherry Bremmer – In person  
Adele Gardner – In person  
Tim Bradshaw – In person

The regular meeting of the Cheyenne Laramie County Economic Development Joint Powers Board assembled with a quorum at 7:31 a.m., in person and via Zoom, with Mike Williams, president presiding. Roll call was conducted.

### Action Items

The Laramie County Economic Development Joint Powers Board meeting agenda for June 28, 2022, was presented for adoption. Brittany Ashby asked for an addition to the agenda in new business to discuss the number of signatories required on checks.

A Matt Pope/Sharon Fain motion was made and seconded to adopt the June 28, 2022; meeting agenda as presented with the addition of signatories in New Business. The motion passed unanimously.

The Laramie County Economic Development Joint Powers Board June 28, 2022, consent agenda was presented for adoption.

A Dr. JJ Chen/Trey Rinne motion was made and seconded to adopt the June 28, 2022, consent agenda; May 31, 2022, financials; and the June 2022 vouchers totaling \$20,965.40. The motion passed unanimously.

### New Business

#### **FY2023 Preliminary Budget Hearing**

The Board discussed the budget especially the amount of funding from the County to be increased. Commissioner Malm explained how the County was planning to clean up the revolving loan account that it had been paying the Joint Powers Board by paying out a large contribution in addition to the usual \$20,000 yearly to equal the JPB requested amount of \$200,000. Malm stated that this would be decided and finalized at the next commissioner meeting. Mike Williams opened the preliminary budget for additional discussion. Since the county has yet to approve the Joint Powers Board request for increase of funding, he suggested a preliminary vote and open for discussion. An increase of miscellaneous grants from \$50,000 to \$100,000 was requested.

A Kim Withers/Dr. JJ Chen motion was made to approve the preliminary with the assumption the County will approve the \$200,000 and the change in miscellaneous grants from \$50,000 to \$100,000. Motion carried.

### **Board Orientation**

New Board member orientation will be held in early August. Kristie Wilson will send out Doodle poll and all interested, new or seasoned board members, may attend.

### **CPA Review Agreement**

The SOW from Lenhart & Mason was not received in time for this meeting. Mike Williams tabled the approval of this agenda item until August.

### **Signatories**

Brittany inquired about the history of two signatories per checks and opened for discussion on having just one signatory under a certain amount of money.

Kim Withers suggested the Board have just one signature since the control and audit risk is taken care of through communications in the consent agenda. Requiring two signatures is an unnecessary step. This requirement is not in the by-laws and only a procedural change. Since there are many levels of control, she is a proponent of having only signature.

A Matt Pope/Dr. JJ Chen motion was made to allow one signature on all checks. Motion carried.

### **Old Business**

#### **Cheyenne DDA Request for Funding 2022/2023**

At the May 24, 2022, Joint Powers Board meeting, Haylee Chenchar, of the Downtown Development Authority, presented the funding request for 2022/2023 in the amount of \$20,000 to continue to fund the Capital Improvement Grant that drives the economic development of the downtown area. A report and review of the 2021/2022-year projects and how the JPB funding has helped the community was provided to the Board. A Board vote is needed. No further discussion.

#### **BOARD VOTE:**

A Dr. JJ Chen/Trey Rinne motion was made to approve funding. Motion passed unanimously.

### **Partner Updates**

#### **City of Cheyenne**

Dr. Rinne provided a report and update on City of Cheyenne happenings.

#### **Laramie County**

Commissioner Gunnar Malm reported on Laramie County.

### **LEADS**

Betsey gave the LEADS stats and report for the month.

### **DDA**

Haylee Chenchar gave an update and report on DDA projects.

**OTHER**

Wendy Volk gave a CRAFT report, runway reconstruction schedule, and travel statistic in and out of Cheyenne. and old.

**ACTION ITEMS:**

ACTION: Brittany/Kristie to send JPB 2022/23 budget for approval via email once County approves their budget

ACTION: Gay contract for DDA Cap Improvement

Having no further business, the meeting adjourned at 8:37 a.m. The next regular Cheyenne-Laramie County Economic Development Joint Powers Board meeting will be held on Zoom and in-person at the Jonah Bank North Branch, 2<sup>nd</sup> Floor, on Tuesday, August 23, 2022, at 7:30 a.m.